



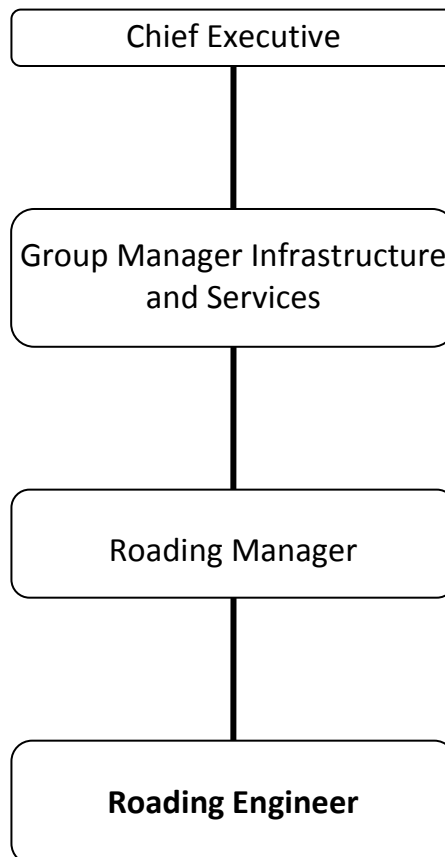
South Wairarapa District Council

Position Number: IS09

**Position Number IS09
Job Title – Roding Engineer**

Date	12 September 2014
Job Title	Roding Engineer
Group	Infrastructure and Services
Location	Martinborough Council Administration Building
Responsible to	Roding Manager
Responsible for	nil
Hours/days of work	Monday to Friday, 40 hours per week
Grade	13

Job Context



Job Purpose

The South Wairarapa District Council aims to become the “best little Council” in New Zealand. The role of Roothing Engineer is responsible for assisting in the administration of the roading and reserves contracts through the monitoring of contractors’ performance and assisting with identifying work for the Works programme.

Key Relationships

External

Contractors & Consultants
Territorial Local Authorities
Ratepayers and Public
Government Departments and SOE’s
Utility Companies
LTSA

Internal

Mayor and Councillors
Chief Executive
Senior Management Team
Council staff

Key Areas of Responsibility

Contract Management

- Validate in the field the technical accuracy and justification for the Contractor’s proposed work programme.
- Prepare claims, review costs and authorise expenditure against pre set budgets.
- Prepare details and information for the resealing, road markings, footpath maintenance and upgrading contracts.
- Carry out random site inspections to check on quality of both planned and approved variation works.
- Bring issues or exceptions back to either contractor meetings or manager to enable refining of procedures or budgets.
- Monthly checks shall be made of the “Requests for Service” and works order databases, to see that requests are completed within specified response times, and note issues that should be escalated into the Capital Programme.
- Provide support with processing or approving applications to extend or modify Council assets.
- Observe/survey roading conditions and assist in the planning of measures to minimise maintenance and construction costs.
- Supervise ongoing work.
- Utilise RAMM and RAMM Contractor to record all works.

Information Management and administration

- Maintain records for all work as required for input into the RAMM system to ensure it delivers the required asset information for managing the roading assets.
- Provide input into PIM, LIM and building consent process as required.

Rapid Numbering and street numbering

- Create and issue Numbers.
- Liaise with local Fire Brigades, Ambulance Service & Rural Fire Officer
- Reassign numbers where appropriate.

Review of non-compliance

- Investigate causes and reasons for either response times or specifications not being met.
- Review adequacy of specifications and recommend changes as appropriate to Council.

Quality Checks

- Inspect emergency works such as storm damage and repairs and check on safety procedures, notifications, repairs, and reinstatement quality and procedure.
- Assisting the Roading Manager with the management, development and updating of the Roading Activity Management Plan to ensure all legislative and Council requirements are met including implementing the improvement plan.

Relationships

- To develop and maintain highly collaborative relationships with both internal and external customers to encourage collaborative teamwork in order to resolve issues.
- To ensure that the Infrastructure and Services Group and Council are promoted in the best possible light at all times by providing a superior customer service focused frontline.
- Ensure that any areas of potential risk are identified and elevated to the appropriate levels to be dealt with.
- Maintain and develop a network of relevant contacts to ensure that communication channels are kept open.
- Be proactive in ensuring development of a team orientated environment.

Working Collaboratively

- Operate collegially with other Infrastructure and Services staff and provide backup support for one another to cover absences and changing workflow pressures.

Corporate Contribution

- Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives.
- Behave consistently with the SWDC Vision, Mission and Values.
- Foster co-operation and aid communication between teams, units and groups.
- Look for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole.
- Assist the organisation's Emergency Management Unit in the event of a major disaster.
- Adhere to Health and Safety policies and standards and encourage all other staff to do the same.
- Attend appropriate courses to maintain ongoing knowledge and training.

Council Image

- Take every opportunity to promote a positive image of the Group and Unit and their activities.
- Contribute to the Group business plan.
- Represent the Group when appropriate at meetings.
- Provide information to customers and the general public as supplied.

Financial Management

- Provide information for the preparation of budgets as required.
- Advise customers on fees and charges.
- Ensure customers are invoiced for all costs.
- Prepare work programmes/contract schedules and cost spreadsheets.

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation

Person Specification

Qualifications and Experience

NZ Certificate in Engineering or a recognised engineering degree is preferred; however we will consider seasoned relevant experience in roading.

An in-depth practical understanding of roading, and associated construction technology and methodology.

Computer literacy including Microsoft office products and spread sheeting programmes.

Contract supervision experience of physical works.

Competence at carrying out surveys, design work, drawings, and investigations associated with engineering work.

Familiar with legislation, standards and regulations pertaining to the Resource Management Act 1991, the Health and Safety in Employment Act 1992 , the Transit New Zealand Act and Transfund policies and practices.

Current driver's licence.

Personal Capabilities

Demonstrated effective conflict resolution skills.

Excellent interpersonal skills with a demonstrated commitment to customer service and capability to work with a wide range of people within and outside the organisation.

Demonstrated understanding of and ability and willingness to keep up to date with the relevant acts and Council policy.

Objectivity---the ability to maintain an open mind and where necessary, to seek innovative solutions whilst not compromising in situations where there is no room for negotiation.

High integrity evidenced in life and behaviour.

'Can-do' attitude.

A strong customer focus and relationship management skills.

Sound political acumen.

A team player.